

**Operating Procedure for Plymouth Division of the Probate and Family Court Under  
Standing Order 1 – 21, effective July 12, 2021**

A. General information:

Effective July 12, 2021, the Probate and Family Court will be open to conduct all emergency and non-emergency court business in person, except for the matters identified in Paragraph C below and any matter that a judge determines shall be held virtually.

The ability to conduct in-person hearings depends upon successful compliance with all safety protocols established by the Trial Court, including, but not limited to, Trial Court occupancy limits.

Parties may file pleadings by US mail, in person, or by e-filing where available. Email filings will be accepted when done so by a Court Service Center staff member or by an attorney volunteering through a Lawyer for the Day program on behalf of a self-represented litigant or if specifically authorized by the Supreme Judicial Court or the Executive Office of the Trial Court. Other email filings may be allowed at the discretion of each Register of Probate. Drop boxes may be available to file pleadings in some court locations.

The Plymouth Probate and Family Court will not accept email filings, except as noted above.

Emergencies must be filed by 9:30am for morning session and by 1:30pm for afternoon session, with the exception of filings under c. 209A, Motion for Order to Vacate, and Motions for DRPO. Non-emergencies with an associated filing fee must be filed in-person, e-filing where available or by mail.

Questions related to email filings can be directed to Laura Hatton, Assistant Register, [laura.hatton@jud.state.ma.us](mailto:laura.hatton@jud.state.ma.us); 508-747-8499.

A drop box will be located in Plymouth, outside the Registry office, collected at the end of each business day.

Questions related to email filings can be directed to Laura Hatton, Assistant Register, [laura.hatton@jud.state.ma.us](mailto:laura.hatton@jud.state.ma.us); 508-747-8499.

Electronic signatures will continue to be used, consistent with the current order of the Supreme Judicial Court, unless and until otherwise amended by subsequent orders or rules.

Virtual registries may continue to be used. Virtual registries offer all of the assistance normally available during an in-person visit, including face-to-face contact, the ability to obtain and get assistance with court forms, and access to court documents and docket information. [Information about virtual registries can be found here.](#)

The hours of operation for the virtual registry are Monday through Friday 9am-1pm and 2pm-4pm, unless otherwise notified due to technical issues or staffing conflicts.

The Plymouth Probate and Family Court does not currently accept filings or payment through the virtual registry.

The link to the virtual registry is <https://www.zoomgov.com/j/1606727074>. You can also call in to the Virtual Registry by phone (without using video) using the following information:  
Call in number: 1-646-828-7666  
Meeting ID: 1606727074

Questions related to the virtual registry can be directed to Laura Hatton, Assistant Register, [laura.hatton@jud.state.ma.us](mailto:laura.hatton@jud.state.ma.us); 508-747-8499.

**B. In-Person Proceedings:**

As of July 12, 2021, the Probate and Family Court will expand the scheduling of in-person hearings for all matters, except for the matters identified in Paragraph C below and any matter that a judge determines shall be held virtually. In-person hearings will be scheduled for the next available date and will be conducted on a staggered schedule.

Staggered scheduling for Plymouth Probate and Family Court will be updated as available.

Questions related to staggered scheduling can be directed to the AJCM (See list below in E) assigned to the Judge hearing the matter.

If notice has already gone out and a matter is scheduled for a virtual hearing on or after July 12, 2021, the matter will still be held virtually unless the assigned judge determines the matter should be heard in person and the parties are notified of such change.

Where an in-person hearing is scheduled, a party may request that the hearing be conducted virtually, and the judge will rule on the request.

To request that an in-person hearing be heard virtually instead, file a motion requesting the virtual hearing and direct it to the appropriate AJCM listed below in E.

Alternatively, a judge, upon request, may authorize a participant (an attorney, party, or witness) to appear virtually while other participants appear in person, so long as it is consistent with due process and fundamental fairness. A participant who requests to appear virtually for an otherwise in-person proceeding shall have no grounds to object to other participants appearing in person.

To request to appear virtually at a hearing that is scheduled to be in person, file a motion requesting to appear virtually and direct to the appropriate AJCM listed below.

**C. Virtual Proceedings:**

The following matters shall be held virtually and on a staggered schedule:

1. Uncontested adoptions, unless the assigned judge determines that the matter should be heard in person;
2. Uncontested divorces;
3. Rogers reviews;
4. Best efforts § 29B annual reviews – DCF custody;
5. Any action involving child support only, except for contempt actions;
6. Case Management/Status conferences; and
7. Discovery motions.

Changes to staggered scheduling of virtual matters in Plymouth Probate and Family Court will be updated as available.

Questions related to staggered scheduling can be directed to the AJCM (See list below) assigned to the Judge hearing the matter.

Matters that are generally handled administratively (e.g., marriage without delay; joint modification); uncontested/assented to motions (e.g., appointment of GAL; continue date of hearing; file marriage certificate late); and uncontested/routine allowables in probate actions (e.g., informal petition; transfer of guardianship or conservatorship from another state; accounts; appointment of GAL; license to sell; alternative service; waiver of sureties; motion to file death certificate late) will continue to be handled administratively. If such a matter is not handled administratively, a virtual hearing will be scheduled.

In the absence of exceptional circumstances, as determined by the judge conducting the hearing, no party or attorney for a party may be physically present in the courtroom for a scheduled virtual hearing.

However, in cases with one or more self-represented litigants, judges shall consider the possibility that self-represented litigants may have limited access to the technology needed or limited experience with such technology and either assist the self-represented litigant or offer the option to appear in person.

A judge may also consider matters through an administrative review process and determine motions in accordance with Rule 78.

Specific matters that will be considered administratively: Assented to Motions, Rogers Reviews if all documentation in order, Stipulations for Temporary Orders, Joint Modifications, Motions to Withdraw if accompanied by assent/pro se appearance.

Questions related to administrative allowances can be directed to the AJCM (See list below) assigned to the Judge hearing the matter.

D. Protocol in the event of a court closure by the Trial Court:

In the event of a court closure, efforts will be made to contact litigants who have cases scheduled for hearing.

For information regarding a specific case, please contact the AJCM for the judge assigned to the case. Otherwise, general questions concerning the courthouse closure may be directed to Laura Hatton, Assistant Register, [laura.hatton@jud.state.ma.us](mailto:laura.hatton@jud.state.ma.us); 508-747-8499.

E. Contact Information:

Emergency phone number	508-897-5400	
Emergency email address	Email address	
Registry phone number	508-747-6204; Virtual Registry Call in number: 1-646-828-7666 Meeting ID: 1606727074	
Probation contact	CPO Richard Giaquinto	<a href="mailto:richard.giaquinto@jud.state.ma.us">richard.giaquinto@jud.state.ma.us</a> 508-897-5431
Judicial Case Manager	Benjamin Harley	<a href="mailto:benjamin.harley@jud.state.ma.us">benjamin.harley@jud.state.ma.us</a> 508-747-8508
Assistant Judicial Case Manager	David Nolan	<a href="mailto:david.nolan@jud.state.ma.us">david.nolan@jud.state.ma.us</a> 508-897-5429 – Judge Roberts
Assistant Judicial Case Manager	Claudia Magnus	<a href="mailto:claudia.magnus@jud.state.ma.us">claudia.magnus@jud.state.ma.us</a> 508-897-5439 – Judge Boyle
Assistant Judicial Case Manager	Mary Looney	<a href="mailto:mary.looney@jud.state.ma.us">mary.looney@jud.state.ma.us</a> 508-897-5443 – Judge Stanton
Assistant Judicial Case Manager	Kaitlin Murray	<a href="mailto:kaitlin.murray@jud.state.ma.us">kaitlin.murray@jud.state.ma.us</a> 508-897-5487 – Judge Connelly
Sessions Clerk	Ashley Corrigan	<a href="mailto:ashley.corrigan@jud.state.ma.us">ashley.corrigan@jud.state.ma.us</a> 508-897-5405 – Judge Boyle
Sessions Clerk	Jean Curtin	<a href="mailto:jean.curtin@jud.state.ma.us">jean.curtin@jud.state.ma.us</a> 508-897-5495 – Judge Stanton
Sessions Clerk	Kitty Chung	<a href="mailto:yuenyi.chung@jud.state.ma.us">yuenyi.chung@jud.state.ma.us</a> 508-897-5456 – Judge Connelly

F. Additional Information:

For information regarding the availability of the Lawyer of the Day Program, please contact [pilgrimlawyeroftheday@gmail.com](mailto:pilgrimlawyeroftheday@gmail.com)